

**CITY OF BEAVERTON**Community Development  
Department**Planning Division**

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[www.BeavertonOregon.gov](http://www.BeavertonOregon.gov)**OFFICE USE ONLY****FILE #:** \_\_\_\_\_**FILE NAME:** \_\_\_\_\_**TYPE:** \_\_\_\_\_ **RECEIVED BY:** \_\_\_\_\_**FEE PAID:** \_\_\_\_\_ **CHECK/CASH:** \_\_\_\_\_**SUBMITTED:** \_\_\_\_\_ **LWI DESIG:** \_\_\_\_\_**LAND USE DESIG:** \_\_\_\_\_ **NAC:** \_\_\_\_\_**WIRELESS FACILITY- DEVELOPMENT APPLICATION**

07/01/2009

*PLEASE SELECT THE SPECIFIC TYPE OF WIRELESS FACILITY FROM THE FOLLOWING LIST:*☐ TYPE 1 WIRELESS FACILITY☐ TYPE 3 WIRELESS FACILITY☐ TYPE 2 WIRELESS FACILITY**APPLICANT:** ☐ Use mailing address for meeting notification.☐ Check box if Primary Contact**COMPANY:** \_\_\_\_\_**ADDRESS:** \_\_\_\_\_**(CITY, STATE, ZIP)** \_\_\_\_\_**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_**SIGNATURE:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_*(Original Signature Required)***APPLICANT'S REPRESENTATIVE:**☐ Check box if Primary Contact**COMPANY:** \_\_\_\_\_**ADDRESS:** \_\_\_\_\_**(CITY, STATE, ZIP)** \_\_\_\_\_**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_**SIGNATURE:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_*(Original Signature Required)***PROPERTY OWNER(S):** ☐ Attach separate sheet if needed.☐ Check box if Primary Contact**COMPANY:** \_\_\_\_\_**ADDRESS:** \_\_\_\_\_**(CITY, STATE, ZIP)** \_\_\_\_\_**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_**SIGNATURE:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_*(Original Signature Required)***PROPERTY INFORMATION (REQUIRED)****SITE ADDRESS:** \_\_\_\_\_**AREA TO BE DEVELOPED (s.f.):** \_\_\_\_\_**ASSESSOR'S MAP & TAX LOT #** **LOT SIZE** **ZONING DISTRICT****EXISTING USE OF SITE:** \_\_\_\_\_**PROPOSED DEVELOPMENT ACTION:** \_\_\_\_\_**PRE-APPLICATION DATE:** \_\_\_\_\_



Beaverton

CITY OF BEAVERTON  
Community Development Department  
**Planning Division**  
4755 SW Griffith Drive / PO Box 4755  
Beaverton, OR 97006

## WIRELESS FACILITY - SUBMITAL CHECKLIST

### WRITTEN STATEMENT REQUIREMENTS- REQUIRED FOR ALL WIRELESS FACILITY APPLICATIONS

- ☐ **A. APPLICATION FORM.** Provide **one (1) completed** application form with original signature(s).
- ☐ **B. CHECKLIST.** Provide **one (1) completed** copy of this five (5) page checklist.
- ☐ **C. WRITTEN STATEMENT.** Submit **three (3) copies** of a detailed description of the proposed project including, but not limited to, the changes to the site, structure, landscaping, parking, and land use. In the written statement, please:
- ☐ Address all applicable provisions of Chapter 20 (Land Uses)
  - ☐ Address all applicable provisions of Chapter 60 (Special Regulations)
  - ☐ Address all applicable provisions of Section 60.70 (Wireless Communication Facilities)
  - ☐ Provide individual findings specifically addressing how and why the proposal satisfies each of the criterion within the appropriate Approval Criteria Section of Chapter 40 of the City's *Development Code* (ORD 2050), attached.
- ☐ **D. FEES,** as established by the City Council. Make checks payable to the City of Beaverton.
- ☐ **E. SITE ANALYSIS INFORMATION.**
- |  |  |
|--|--|
| <input type="checkbox"/> Proposed parking modification: _____sq. ft.<br>Proposed number of parking spaces: _____<br>Proposed use: _____<br>Parking requirement: _____          | <input type="checkbox"/> Existing parking area: _____sq. ft.<br>Existing number of parking spaces: _____   |
| <input type="checkbox"/> Existing landscaped area: _____sq. ft.<br>Percentage of site: _____ %<br>Proposed landscape modification: _____sq. ft.<br>Percentage of site: _____ % | <input type="checkbox"/> Existing building height: _____ft.<br>Proposed building height: _____ft.<br><input type="checkbox"/> Existing building area: _____sq. ft.<br>Proposed building modification: _____sq. ft.<br><input type="checkbox"/> Total height of Wireless Facility: _____ft. |
- ☐ **F. CLEAN WATER SERVICES (CWS) DOCUMENTATION.** Pursuant to Section 50.25.1.F of the City's *Development Code* requires that all development proposals provide written documentation from Clean Water Services (formerly Unified Sewerage Agency) stating that water quality will not be adversely affected by the subject proposal. Therefore, the City recommends that you contact CWS in order to obtain the required documentation. For more information, please contact Amber Wierck,

- ☐ **G. PRE-APPLICATION CONFERENCE NOTES. (REQUIRED FOR TYPE 2, 3, & 4 APPLICATIONS ONLY)**  
Provide a copy of the pre-application conference summary as required by the City's *Development Code Section 50.25.1.E*. The Pre-Application Conference must be held within the one (1) year prior to the submission date of the proposed project application.
- ☐ **H. NEIGHBORHOOD REVIEW MEETING. (REQUIRED FOR TYPE 3 APPLICATIONS ONLY)**  
Provide the following information as required by the City's *Development Code Section 50.30*. The Neighborhood Review Meeting must be held within the six (6) months prior to the submission date of the proposed project application.
- ☐ 1. A copy of the meeting notice mailed to surrounding property owners and the NAC Representative
  - ☐ 2. A copy of the mailing list used to mail out the meeting notice.
  - ☐ 3. A written statement representative of the on-site posting notice.
  - ☐ 4. Affidavits of mailing and posting
  - ☐ 5. Representative copies of written materials and plans presented at the Neighborhood Review Meeting.
  - ☐ 6. Meeting minutes that include date, time and location, as well as, oral and written comments received
  - ☐ 7. Meeting sign-in sheet that includes names and address of attendees.
  - ☐ 8. Documentation verifying that the meeting minutes and sign-in sheets have been provided to the NAC representative.
- ☐ **I. REQUIRED STUDIES AND INFORMATION.** For new WCF towers, submit all required studies and information as outlined in Section 60.70.50 of the Development Code.
- ☐ **J. OTHER REQUIREMENTS.** Provide documentation showing that the project proposed is permitted by, or satisfies the requirements of, other agencies and/or jurisdictions OR submit a schedule that details the forecasted submission and approval timelines for permits/applications to the respective agencies and/or jurisdictions.

## PLANS & GRAPHIC REQUIREMENTS-REQUIRED FOR ALL WIRELESS FACILITY APPLICATIONS

All plans, except architectural elevations, shall be presented at a **minimum of 1" = 20' engineering scale** and on a **maximum sheet size of 24" x 36"**. Architectural elevations may be presented at an architectural scale. **A total of three (3) copies of each plan shall be submitted, unless otherwise noted. All plans shall be folded to fit a legal size file jacket.**

Each of the following plans and drawings shall be submitted on **separate sheets**. If the size of the project requires the use of match line sets, each set of match line sets must include a sheet (at a scale to fit a 24" x 36" sheet) depicting the entire site, including match lines, as a cover sheet.

### ***Include all of the following information:***

- ☐ **A. EXISTING CONDITIONS PLAN:**
  - ☐ 1. North arrow, scale and date of plan.
  - ☐ 2. Vicinity map.
  - ☐ 3. The entire lot(s), including area and property lines dimensioned.
  - ☐ 4. Points of existing access, interior streets, driveways, and parking areas.
  - ☐ 5. Location of all existing buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, tot lots, and lighting.
  - ☐ 6. Existing right-of-way and improvements.
  - ☐ 7. Dimension from centerline to edge of existing right-of-way.
  - ☐ 8. Existing topographical information, showing 2 ft. contours.
  - ☐ 9. Surrounding development and conditions within 100 ft. of the property such as zoning, land uses, buildings, driveways, and trees.
  - ☐ 10. Location of existing public and private utilities, easements, and 100-year floodplain.
  - ☐ 11. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
  - ☐ 12. Sensitive areas, as defined by Clean Water Services (CWS) standards.
  - ☐ 13. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
  - ☐ 14. Existing trees 6" in dbh (diameter at breast height) or larger. Indicate genus, species and size. Dbh is measured at 54" above grade.
  
- ☐ **B. DIMENSIONED SITE PLAN:**
  - ☐ 1. North arrow, scale and date of plan.
  - ☐ 2. The entire lot(s), including area, property lines dimensioned and labeled "front," "side," and "rear."
  - ☐ 3. Points of access, interior streets, driveways, and parking areas.
  - ☐ 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
  - ☐ 5. Proposed right-of-way, dedications and improvements.
  - ☐ 6. Dimension from centerline to edge of proposed right-of-way.
  - ☐ 7. Dimensions of all improvements, including setbacks, parking spaces, driveways, and distance between buildings.
  - ☐ 8. Location of storm water quality/detention facilities.
  - ☐ 9. Boundaries of development phases, if applicable.
  - ☐ 10. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
  - ☐ 11. Sensitive areas, as defined by CWS standards.
  - ☐ 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*

☐ **C. ARCHITECTURAL ELEVATIONS:** Provide drawings that depict the character of the proposed building(s) and structure(s) (these include buildings, retaining walls, refuse storage facilities, play structures, fences and the like). These drawing should include dimensions of the building(s) and structure(s) and indicate the materials, colors, and textures proposed for the structures.

☐ **D. UTILITY PLAN:**

- ☐ 1. North arrow, scale and date of plan.
- ☐ 2. The entire lot(s).
- ☐ 3. Points of access, interior streets, driveways, and parking areas.
- ☐ 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
- ☐ 5. Proposed right-of-way, dedications and improvements.
- ☐ 6. Proposed topographical information, showing 2 ft. contours.
- ☐ 7. Location of 100 year flood plain.
- ☐ 8. Location of existing and proposed public and private utilities, easements, surface water drainage patterns, and storm water quality/detention facility.
- ☐ 9. Boundaries of development phases, if applicable.
- ☐ 10. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
- ☐ 11. Sensitive areas, as defined by the CWS standards.
- ☐ 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*

☐ **E. LANDSCAPE PLAN:**

- ☐ 1. North arrow, scale and date of plan.
- ☐ 2. The entire lot(s).
- ☐ 3. Points of access, interior streets, driveways, and parking areas.
- ☐ 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
- ☐ 5. Proposed right-of-way, dedications and improvements.
- ☐ 6. Boundaries of development phases, if applicable.
- ☐ 7. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
- ☐ 8. Sensitive areas, as defined by the CWS standards.
- ☐ 9. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
- ☐ 10. Existing trees 6" dbh or larger proposed to be saved. Include genus, species, and size.
- ☐ 11. The location and design of proposed landscaped areas, indicating all plant materials, including genus, species, common name, plant sizes, and spacing.
- ☐ 12. List of plant materials, including genus, species, common name, size, quantity, spacing and method of planting.
- ☐ 13. Other pertinent landscape features, including walls, retaining walls, berms, fences, and fountains.
- ☐ 14. Proposed location of light poles, bollards and other exterior illumination.
- ☐ 15. A note on the plan indicating that an irrigation system will be installed to maintain the landscape materials.

**PLANS & GRAPHIC REQUIREMENTS**-The following plans, F and G, may be required to be part of the application submittal when deemed necessary by the Planning Director. If a Pre-Application Conference has been completed, the determination is made at that time.

**Submit a total of three (3) sets of plans**

- ☐ **F. GRADING PLAN:**
- ☐ 1. North arrow, scale and date of plan.
  - ☐ 2. The entire lot(s).
  - ☐ 3. Points of access, interior streets, driveways, and parking areas.
  - ☐ 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
  - ☐ 5. Proposed rights-of-way, dedications and improvements.
  - ☐ 6. Dimension from centerline to edge of proposed right-of-way.
  - ☐ 7. Existing and proposed topographical information, showing 2 ft. contours and appropriate spot elevations for features such as walls, retaining walls (top and bottom elevations), catch basins, stairs, sidewalks, and parking areas.
  - ☐ 8. Location of 100 year flood plain.
  - ☐ 9. Location of storm water quality/detention facilities.
  - ☐ 10. Boundaries of development phases, if applicable.
  - ☐ 11. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
  - ☐ 12. Sensitive areas, as defined by the CWS standards.
  - ☐ 13. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
  - ☐ 14. Existing trees 6" dbh or larger. Indicate which trees are proposed to be saved and which are proposed to be removed.
- ☐ **G. LIGHTING PLAN:**
- ☐ 1. Location of all existing and proposed exterior lighting, including those mounted on poles, walls, bollards and the ground.
  - ☐ 2. Type, style, height, and the number of fixtures per light.
  - ☐ 3. Wattage per fixture and lamp type, such as sodium, mercury, and halide.
  - ☐ 4. 8 ½" x 11" manufacturer's illustrations and specifications (cut sheets) of all proposed lighting poles and fixtures.
  - ☐ 5. For all exterior lighting, indicate the area and pattern of illumination, via the use of an isogrid or isoline system, depicting the emitted ½ foot candlepower measurement.

***Note: Complete sets of plans reduced to 8 ½"x11" (11"x17" are not acceptable) will be required at the time the application is deemed complete.***

***I have provided all the items required by this five (5) page submittal checklist. I understand that any missing information, omissions or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.***

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Telephone Number**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## WIRELESS FACILITY / TYPE 1 - APPROVAL CRITERIA

**PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS “NOT APPLICABLE” OR “THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS” ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.**

An applicant for a Type One Wireless Facility shall address compliance with all of the following Approval Criteria as specified in 40.96.15.1.C.1-6 of the Development Code:

- ☐ 1. The proposal satisfies the threshold requirements for a Wireless Facility One application.
- ☐ 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- ☐ 3. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.
- ☐ 4. The proposal meets all applicable Site Development Requirements of Sections 20.05.50, 20.10.50, 20.15.50, and 20.20.50 of this Code unless the applicable provisions are subject to an Adjustment, Planned Unit Development, or Variance application which shall be already approved or considered concurrently with the subject proposal.
- ☐ 5. The proposal complies with all applicable provisions in Chapter 60 (Special Regulations).
- ☐ 6. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.

## WIRELESS FACILITY /TYPE 2 - APPROVAL CRITERIA

**PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS “NOT APPLICABLE” OR “THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS” ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.**

An applicant for a Type Two Wireless Facility shall address compliance with all of the following Approval Criteria as specified in 40.96.15.2.C.1-12 of the Development Code:

- ☐ 1. The proposal satisfies the threshold requirements for a Wireless Facility Two application.
- ☐ 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- ☐ 3. The size, dimensions, configuration, and topography of the site and natural and man-made features on the site can reasonably accommodate the proposal.
- ☐ 4. The proposal will not obstruct any existing or approved vehicular, pedestrian, or bicycle connection identified in the Comprehensive Plan.
- ☐ 5. That the development has been designed to, where possible, incorporate and preserve existing trees and vegetation of significant size and species.
- ☐ 6. That grading of the site shall take place with particular attention to minimizing the possible adverse effect of grading on the natural vegetation and physical appearance of the site.
- ☐ 7. That the quality, location, size and aesthetic design of walls, fences, berms, hedges, screen planting and landscape areas have minimal adverse effect on existing or approved abutting land uses.
- ☐ 8. All critical facilities and services related to the development have, or can be improved to have, adequate capacity to serve the proposal at the time of its completion.
- ☐ 9. The proposal is consistent with all applicable Site Development Requirements of Sections 20.05.50, 20.10.50, 20.15.50, and 20.20.50 of this Code unless the applicable provisions are subject to an Adjustment, Planned Unit Development, or Variance which shall be already approved or considered concurrently with the subject proposal.
- ☐ 10. The proposal is consistent with all applicable provisions of Chapter 60 (Special Requirements) and that all improvements, dedications, or both required by the applicable provisions of Chapter 60 (Special Requirements) are provided or can be provided in rough proportion to the identified impact(s) of the proposal.
- ☐ 11. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.
- ☐ 12. Applications and documents related to the request, which will require further City approval, shall be



submitted to the City in the proper sequence.

## WIRELESS FACILITY / TYPE 3 - APPROVAL CRITERIA

**PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS “NOT APPLICABLE” OR “THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS” ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.**

An applicant for a Type Three Wireless Facility shall address compliance with all of the following Approval Criteria as specified in 40.96.15.3.C.1-13 of the Development Code:

- ☐ 1. The proposal satisfies the threshold requirements for an Wireless Facility Three application.
- ☐ 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- ☐ 3. In relationship to the existing surroundings and future allowed uses, the location, size, shape, height, spatial and visual arrangement of the use and structure is compatible.
- ☐ 4. The size, dimensions, configuration, and topography of the site and natural and man-made features on the site can reasonably accommodate the proposal.
- ☐ 5. The proposal will not obstruct any existing or approved vehicular, pedestrian, or bicycle connection identified in the Comprehensive Plan.
- ☐ 6. That the development has been designed to, where possible, incorporate and preserve existing trees and vegetation of significant size and species.
- ☐ 7. That grading of the site shall take place with particular attention to minimizing the possible adverse effect of grading on the natural vegetation and physical appearance of the site.
- ☐ 8. That the quality, location, size and aesthetic design of walls, fences, berms, hedges, screen planting and landscape areas have minimal adverse effect on existing or approved abutting land uses.
- ☐ 9. All critical facilities and services related to the development have, or can be improved to have, adequate capacity to serve the proposal at the time of its completion.
- ☐ 10. The proposal is consistent with all applicable Site Development Requirements of Sections 20.05.50, 20.10.50, 20.15.50, and 20.20.50 of this Code unless the applicable provisions are subject to an Adjustment, Planned Unit Development, or Variance which shall be already approved or considered concurrently with the subject proposal.
- ☐ 11. The proposal is consistent with all applicable provisions of Chapter 60 (Special Requirements) and that all improvements, dedications, or both required by the applicable provisions of Chapter 60

(Special Requirements) are provided or can be provided in rough proportion to the identified impact(s) of the proposal.

- ☐ 12. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.
- ☐ 13. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.